

ENVIRONMENTAL REPORTING LOGISTICS SYSTEM (ERLS)



Internet Web Version

ERLS Green Procurement Report (GPR)

Quick-Start Guide

November 2004

QUICK START GUIDE

Application: ERLS Green Procurement Report (GPR) on the Web.

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Background: OSD requested the ERLS Green Procurement Report (GPR) be made available to DOD on a web site. Displaying this information will assist DOD in tracking environmentally friendly purchases made from DLA and GSA. Customers will use the information for required environmental reporting and efforts to comply with Executive Order 13101, *Greening the Government through Waste Prevention, Recycling and Federal Acquisition*.

Contents:

1. Logging in to the web GPR application
 2. GPR Main Reports Menu screen
 - Report selection
 - Change Password
 3. Creating your reports
 4. Outputting your reports in HTML, Excel or ASCII formats
 5. Logging out of the GPR application
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1. Log-In. Users must have a login ID and password to access the ERLS GPR website. Once at the Home Page, select the “ERLS GPR” item to take you to the GPR login screen.

- Enter your “User Name”, non-case sensitive clear text.
- Enter your “Password”, case sensitive.
- Click the “Login” button to take you directly to the GPR “Main Reports Menu” screen.

In the event that attempts to log in are unsuccessful, ensure that you have properly registered for the ERLS GPR and have been issued a password. If you need to register, follow the instructions at the Request Access link of the ERLS GPR home page (<http://www.dlis.dla.mil/erlsgpr/>). For password resets, call 269-961-7793 or DSN 932-7793, or send an email to passwordr@dlis.dla.mil.

2. GPR Main Reports Menu Screen. Here you can access six basic reports, or change your password.

- Green Procurements By Service/Agency
- Green Procurements By DODAAC

- Green Sales By ENAC
- Top 8 Green Report – Custom
- Top 8 Green Report – RCRA 6002
- Installation Top 8 Green Report
- Change Password

Reports are generated by clicking the “Run Report” button. Customized reports can be saved by clicking the “Save” button. Do this prior to running the report - once a report is run, the options will clear unless they have been saved before running. The “Reset” button will return the fields to the last saved customized report. “Reset Defaults” will return the report to the system default which will clear all fields. The “Back” button will take you to the previous screen, “Home” returns you to the Main Reports Menu screen.

Green Procurements By Service/Agency

This option will provide Total Green and Non-green Procurements from DLA and GSA by Service/Agency. This search function can be tailored to filter results by FY, QTR, Classification, Category, ENAC or Service/Agency. This option also provides for sorting and subtotaling by designated fields. For example, this report could be customized to provide procurement information for the United States Army for only engine coolants by fiscal year and quarter. The default setting displays all records available for the fiscal years listed. See Appendix A for detailed query instructions.

Green Procurements By DODAAC

This option will provide Total Green and Non-green Procurements from DLA and GSA by DODAAC. This search function can be tailored to filter results by FY, QTR, Classification, Category, ENAC, Service/Agency, Installation or Unit. This option also provides for sorting and subtotaling by designated fields. For example, this report could be tailored to provide a list of procurements by DODAAC for a specified installation. The default setting displays all records available for the fiscal years listed. See Appendix B for detailed query instructions.

Green Sales By ENAC

This option will provide Total Green and Non-green Procurements from DLA and GSA by ENAC. This search function can be tailored to filter results by FY, QTR, or ENAC. This option provides total procurement by ENAC broken down into DLA sales or GSA sales. This report could be tailored to provide a list of procurements by specified fiscal year or quarter, or can be limited to a specific ENAC. The default setting displays all records available for the fiscal years listed. See Appendix C for detailed query instructions.

Top 8 Green Report – Custom

This option will provide Total Green and Non-green Procurements from DLA and GSA by Service/Agency for a group of user selected ENACs. Although this report is named Top 8 Green Report, any number of ENACS may be selected. This search function can be tailored to filter results by FY, QTR, Service/Agency or ENAC. This option also provides for sorting and subtotaling by designated fields. The default setting displays all records available for the fiscal years listed. See Appendix D for detailed query instructions.

Top 8 Green Report – RCRA 6002

This option will provide Total Green and Non-green Procurements from DLA and GSA by Service/Agency for the ENACs designated by OSD for the RCRA 6002 report. This search function can be tailored to filter results by FY, QTR or Service/Agency. This option also provides for sorting and subtotaling by designated fields. The default setting displays all records available for the fiscal years listed. See Appendix E for detailed query instructions.

Installation Top 8 Green Report

This option will provide Total Green and Non-green Procurements from DLA and GSA by Installation, Unit or DoDAAC for a group of user selected ENACs. Although this report is named Top 8 Green Report, any number of ENACS may be selected. This search function can be tailored to filter results by FY, QTR, ENAC, Service/Agency, Installation, Unit or DoDAAC. This option also provides for sorting and subtotaling by designated fields. The default setting displays all records available for the fiscal years listed. See Appendix F for detailed query instructions.

Change Password

- Click the “Change Password” option.
- Enter your old password and a new password. Confirm your new password to make sure you entered it correctly. Passwords are case-sensitive.

3. Creating your report(s).

Reports are created by clicking the “Run Report” button toward the top of the page. Pressing Enter on the keyboard will not create reports.

4. Outputting your report(s) in HTML, Excel or ASCII formats.

Output format is listed in the “Others” category at the bottom of the page. Options available are HTML, Excel or ASCII format. If HTML is selected, the results are displayed on the screen in HTML format. It is possible to save the page to a file using the browser “File”, “Save As” options and specifying a file name. If using this process, the maximum rows/page is 2000 – if the report is longer, change the value in the block so the entire report will be written to the file. If Excel is selected, a file download box will open and the file can either be opened or saved at that point. If ASCII is selected, the results are displayed on the screen in ASCII format. Again, it is possible to save the

page to a file using the browser “File”, “Save As” options and specifying a file name. Again, change the row size if the number of rows in the report exceeds 2000.

5. Logging out of the GPR application. The Logout icon is on the Main Reports Menu page. Logout icon goes to single sign-off screen. Clicking “Return” exits the user from the ERLS GPR web site.

Appendix A: Query by Service

Qualifiers - The **qualifier** drop down list is used, in combination with the associated **search criteria** field, to create a SQL search statement that will narrow the records displayed on the Green Purchase Report to only those that meet the qualification standard. The blank line at the top of the list box is the default **qualifier** and is the same as “=”. The wildcard for all searches is %. The wildcard can be utilized in any position of an entry or can be used multiple times such as before and after the known portion of the entry. Searches are case sensitive, text must be entered in uppercase to return correct results.

“=” is used to display records that are **equal to** the entered or selected search criteria.
EXAMPLE: FY = 2003 would return *only* FY 2003 report records.

“>” is used to display records that are **greater than** the entered or selected search criteria.
EXAMPLE: FY > 2003 would return FY 2004 and higher report records.

“>=” is used to display records that are **greater than or equal to** the entered or selected search criteria.
EXAMPLE: FY >= 2003 would return FY 2003 and higher report records.

“<” is used to display records that are **less than** the entered or selected search criteria.
EXAMPLE: FY < 2003 would return FY 2002 and earlier report records.

“<=” is used to display records that are **less than or equal to** the entered or selected search criteria.
EXAMPLE: FY <= 2003 would return FY 2003 and earlier report records.

“like” is used, along with a wildcard (%) to display records that are **similar to** or **include** the entered or selected search criteria.
EXAMPLE: Category *like* '%PAPER%' would return *all records* in categories NON-PAPER OFFICE PRODUCTS **and** PAPER AND PAPER PRODUCTS.

“!=” is used to display records that are **not equal to** the entered or selected search criteria.
EXAMPLE: FY != 2003 would return *all records EXCEPT* FY 2003 report records.

“null” is used to display records that have a **null value** (blank).
EXAMPLE: Does not apply to this application.

“not null” is used to display records that don’t have a **null value** (not blank).
EXAMPLE: Does not apply to this application.

“in” is used in combination with multiple search criteria, to display records that are ***in the list*** of values.

EXAMPLE: FY “in” 2001, 2003 would return *all record for FY2001 and FY 2003.*

Search Criteria - The **search criteria** field is used, in combination with the associated **qualifier** drop down list, to create a SQL search statement that will narrow the records displayed on the Green Purchase Report to only those that qualify. A blank entry field is the default **search criteria** and means “all”. Leaving the **qualifier** drop down list and the associated **search criteria** field blank (the defaults) will not eliminate any records from the report.

FY - Select (click on) a FY year in the **search criteria** list box for desired report year(s). To select multiple years, hold down the Ctrl key while selecting the years. If selecting multiple years, you must use the “in” option in the **qualifier** drop down list. The selected years do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

Qtr - Select (click on) a quarter in the **search criteria** list box for desired report quarter(s). To select multiple quarters, hold down the Ctrl key while selecting the desired quarter numbers. If selecting multiple quarters, you must use the “in” option in the **qualifier** drop down list. The selected quarters do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

Classification - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Classification *like* “%COMP%” would return COMPREHENSIVE PROCUREMENT GUIDELINE classification records.

Category - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Category *in* PAPER AND PAPER PRODUCTS would return only PAPER AND PAPER PRODUCTS category records.

ENAC - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Selecting ENAC “RE-REFINED LUBRICATING OIL” would return *only* records for this ENAC.

Service/Agency - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Service/Agency *like* “%Air%” would return *all* records associated with any Agency with the letters AIR somewhere in it’s name.

Row Order Options - Report results can be ordered in ascending or descending order by up to six of the available search criteria fields.

EXAMPLE: If you select Order by “Qtr”, “Descending” results will show the last available quarter for the FY(s) in your search criteria.

Break Options allow you to control where you would like to see intermediate totals.

EXAMPLE: If you put a Break Option for Service Agency, then it would provide you with a SUM line for each Service Agency.

OTHER Options – These options have to do with the appearance and format of the output. Each user should experiment with these options until they find the output appearance that they like the best.

Output Format – Allows the report data to be formatted in the default HTML format, an Excel spreadsheet format, or ASCII format.

Layout Style – Allows the report data to be formatted either in the default TABULAR layout or as a FORM

Maximum Rows/Page – The number of rows that will be displayed per page. Default is 2000.

Font Size – Default is 12pt

Printing your customized Green Procurement Report results

Layout – Suggest you set to “Landscape” as needed.

Saving results to your computer: Once customized query results are displayed, you can print them or save them to a file type of your choice. To save results, click on “file” “save as”. Select where to save to and rename the file with the appropriate extension. For a file that can be sorted and manipulated, select Output Format “Excel” from the customize screen and save the file to excel or other spreadsheet-like format.

Appendix B: Query by DoDAAC

Qualifiers - The **qualifier** drop down list is used, in combination with the associated **search criteria** field, to create a search statement that will narrow the records displayed on the Green Purchase Report to only those that meet the qualification standard. The blank line at the top of the list box is the default **qualifier** and is the same as “=”. The wildcard for all searches is %. The wildcard can be utilized in any position of an entry or can be used multiple times such as before and after the known portion of the entry. Searches are case sensitive, text must be entered in uppercase to return correct results.

“=” is used to display records that are **equal to** the entered or selected search criteria.
EXAMPLE: FY = 2003 would return *only* FY 2003 report records.

“>” is used to display records that are **greater than** the entered or selected search criteria.
EXAMPLE: FY > 2003 would return FY 2004 and higher report records.

“>=” is used to display records that are **greater than or equal to** the entered or selected search criteria.
EXAMPLE: FY >= 2003 would return FY 2003 and higher report records.

“<” is used to display records that are **less than** the entered or selected search criteria.
EXAMPLE: FY < 2003 would return FY 2002 and earlier report records.

“<=” is used to display records that are **less than or equal to** the entered or selected search criteria.
EXAMPLE: FY <= 2003 would return FY 2003 and earlier report records.

“like” is used, along with a wildcard (%) to display records that are **similar to** or **include** the entered or selected search criteria.
EXAMPLE: Category *like* ‘%PAPER%’ would return *all records* in categories NON-PAPER OFFICE PRODUCTS **and** PAPER AND PAPER PRODUCTS.

“!=” is used to display records that are **not equal to** the entered or selected search criteria.
EXAMPLE: FY != 2003 would return *all records EXCEPT* FY 2003 report records.

“null” is used to display records that have a **null value** (blank).
EXAMPLE: Does not apply to this application.

“not null” is used to display records that don’t have a **null value** (not blank).
EXAMPLE: Does not apply to this application.

“in” is used in combination with multiple search criteria, to display records that are ***in the list*** of values.

EXAMPLE: FY “in” 2001, 2003 would return *all record for FY2001 and FY 2003.*

Search Criteria - The **search criteria** field is used, in combination with the associated **qualifier** drop down list, to create a SQL search statement that will narrow the records displayed on the Green Purchase Report to only those that qualify. A blank entry field is the default **search criteria** and means “all”. Leaving the **qualifier** drop down list and the associated **search criteria** field blank (the defaults) will not eliminate any records from the report.

FY - Select (click on) a FY year in the **search criteria** list box for desired report year(s). To select multiple years, hold down the Ctrl key while selecting the years. If selecting multiple years, you must use the “in” option in the **qualifier** drop down list. The selected years do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

Qtr - Select (click on) a quarter in the **search criteria** list box for desired report quarter(s). To select multiple quarters, hold down the Ctrl key while selecting the desired quarter numbers. If selecting multiple quarters, you must use the “in” option in the **qualifier** drop down list. The selected quarters do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

Classification - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Classification *like* “%COMP%” would return COMPREHENSIVE PROCUREMENT GUIDELINE classification records.

Category - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Category *in* PAPER AND PAPER PRODUCTS would return only PAPER AND PAPER PRODUCTS category records.

ENAC - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Selecting ENAC “RE-REFINED LUBRICATING OIL” would return *only* records for this ENAC.

Service/Agency - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Service/Agency *like* “%Air%” would return *all* records associated with any Agency with the letters AIR somewhere in its name.

Installation - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Selecting "HILL AFB" in the installation would return records for only HILL AFB.

DODAAC - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: DODAAC *like* "FB2%" would return records for any DODAAC beginning with "FB2" (FB2029, FB2027, etc).

TIP: When selecting DODAACs using the list/search icon, you are limited to searching against one DODAAC at a time. However, you can save results for each DODAAC to a spreadsheet file, and combine results for each DODAAC into one spreadsheet document for a consolidated report that can be sorted and manipulated.

Unit - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Selecting "HILL AFB" in the installation would return records for only HILL AFB.

Row Order Options - Report results can be ordered in ascending or descending order by up to six of the available search criteria fields.

EXAMPLE: If you select Order by "Qtr", "Descending" results will show the last available quarter for the FY(s) in your search criteria.

Break Options allow you to control where you would like to see intermediate totals.

EXAMPLE: If you put a Break Option for Service Agency, then it would provide you with a SUM line for each Service Agency.

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Appendix C: Query By ENAC

Qualifiers - The **qualifier** drop down list is used, in combination with the associated **search criteria** field, to create a SQL search statement that will narrow the records displayed on the Green Purchase Report to only those that meet the qualification standard. The blank line at the top of the list box is the default **qualifier** and is the same as “=”. The wildcard for all searches is %. The wildcard can be utilized in any position of an entry or can be used multiple times such as before and after the known portion of the entry. Searches are case sensitive, text must be entered in uppercase to return correct results.

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Qtr - Select (click on) a quarter in the **search criteria** list box for desired report quarter(s). To select multiple quarters, hold down the Ctrl key while selecting the desired quarter numbers. If selecting multiple quarters, you must use the “in” option in the **qualifier** drop down list. The selected quarters do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

ENAC - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

DLA Sales - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

GSA Sales - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

Total Sales - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

Row Order Options - Report results can be ordered in ascending or descending order by up to six of the available search criteria fields.

EXAMPLE: If you select Order by “Qtr”, “Descending” results will show the last available quarter for the FY(s) in your search criteria.

Break Options allow you to control where you would like to see intermediate totals.

EXAMPLE: If you put a Break Option for Service Agency, then it would provide you with a SUM line for each Service Agency.

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Appendix D: Top 8 Green Report - Custom

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“like” is used, along with a wildcard (%) to display records that are **similar to** or **include** the entered or selected search criteria.

EXAMPLE: Service/Agency *like* '%Army%' would return *all records* with the word Army anywhere in the Service/Agency name.

“!=” is used to display records that are **not equal to** the entered or selected search criteria.

EXAMPLE: FY != 2003 would return *all records EXCEPT* FY 2003 report records.

“null” is used to display records that have a **null value** (blank).

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EXAMPLE: FY “in” 2001, 2003 would return *all record for FY2001 and FY 2003*.

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Qtr - Select (click on) a quarter in the **search criteria** list box for desired report quarter(s). To select multiple quarters, hold down the Ctrl key while selecting the desired quarter numbers. If selecting multiple quarters, you must use the “in” option in the **qualifier** drop down list. The selected quarters do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

Service/Agency - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.
EXAMPLE: Service/Agency *like “%Air%”* would return *all* records associated with any Agency with the letters AIR somewhere in its name.

ENAC – This report enables the user at a Service/Activity level to select multiple ENACs on one report. To produce this report at a lower level, see Appendix F. Use the **qualifier** drop down list and select “in” to select multiple ENACs. Use the drop down list icon to the right of the ENAC block, hold down the Cntl key while selecting the ENACs wanted in the report. Although this report is titled the Top 8 ENAC report, you can select any number of ENACs to report. To clear an individual selection, hold down the Cntl key and re-click on the selection. To clear all sections, click the Reset button at the top of the page.

Row Order Options - Report results can be ordered in ascending or descending order by up to six of the available search criteria fields.

EXAMPLE: If you select Order by “Qtr”, “Descending” results will show the last available quarter for the FY(s) in your search criteria.

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Font Size – Default is 12pt

Printing your customized Green Procurement Report results

Layout – Suggest you set to “Landscape” as needed.

Saving results to your computer: Once customized query results are displayed, you can print them or save them to a file type of your choice. To save results, click on “file” “save as”. Select where to save to and rename the file with the appropriate extension. For a file that can be sorted and manipulated, select Output Format “Excel” from the customize screen and save the file to excel or other spreadsheet-like format.

Appendix E: Top 8 Green Report – RCRA 6002

Qualifiers - The **qualifier** drop down list is used, in combination with the associated **search criteria** field, to create a SQL search statement that will narrow the records displayed on the Green Purchase Report to only those that meet the qualification standard. The blank line at the top of the list box is the default **qualifier** and is the same as “=”. The wildcard for all searches is %. The wildcard can be utilized in any position of an entry or can be used multiple times such as before and after the known portion of the entry. Searches are case sensitive, text must be entered in uppercase to return correct results.

“=” is used to display records that are **equal to** the entered or selected search criteria. **EXAMPLE:** FY = 2003 would return *only* FY 2003 report records.

“>” is used to display records that are **greater than** the entered or selected search criteria.

EXAMPLE: FY > 2003 would return FY 2004 and higher report records.

“>=” is used to display records that are **greater than or equal to** the entered or selected search criteria.

EXAMPLE: FY >= 2003 would return FY 2003 and higher report records.

“<” is used to display records that are **less than** the entered or selected search criteria.

EXAMPLE: FY < 2003 would return FY 2002 and earlier report records.

“<=” is used to display records that are **less than or equal to** the entered or selected search criteria.

EXAMPLE: FY <= 2003 would return FY 2003 and earlier report records.

“like” is used, along with a wildcard (%) to display records that are **similar to** or **include** the entered or selected search criteria.

EXAMPLE: Service/Agency *like* ‘%Army%’ would return *all records* with the word Army anywhere in the Service/Agency name.

“!=” is used to display records that are **not equal to** the entered or selected search criteria.

EXAMPLE: FY != 2003 would return *all records EXCEPT* FY 2003 report records.

“null” is used to display records that have a **null value** (blank).

EXAMPLE: Does not apply to this application.

“not null” is used to display records that don’t have a **null value** (not blank).

EXAMPLE: Does not apply to this application.

“in” is used in combination with multiple search criteria, to display records that are **in the list** of values.

EXAMPLE: FY “in” 2001, 2003 would return *all record for FY2001 and FY 2003*.

Search Criteria - The **search criteria** field is used, in combination with the associated **qualifier** drop down list, to create a SQL search statement that will narrow the records displayed on the Green Purchase Report to only those that qualify. A blank entry field is the default **search criteria** and means “all”. Leaving the **qualifier** drop down list and the associated **search criteria** field blank (the defaults) will not eliminate any records from the report.

FY - Select (click on) a FY year in the **search criteria** list box for desired report year(s). To select multiple years, hold down the Ctrl key while selecting the years. If selecting multiple years, you must use the “in” option in the **qualifier** drop down list. The selected years do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

Qtr - Select (click on) a quarter in the **search criteria** list box for desired report quarter(s). To select multiple quarters, hold down the Ctrl key while selecting the desired quarter numbers. If selecting multiple quarters, you must use the “in” option in the **qualifier** drop down list. The selected quarters do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

Service/Agency - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.
EXAMPLE: Service/Agency *like* “%Air%” would return *all* records associated with any Agency with the letters AIR somewhere in its name.

ENAC – This reports the ENACs designated by OSD for the annual RCRA 6002 report and cannot be further tailored by ENAC. To select ENACs other than the OSD designated ENACs, see Appendix D and F.

Row Order Options - Report results can be ordered in ascending or descending order by up to six of the available search criteria fields.

EXAMPLE: If you select Order by “Qtr”, “Descending” results will show the last available quarter for the FY(s) in your search criteria.

Break Options allow you to control where you would like to see intermediate totals.

EXAMPLE: If you put a Break Option for Service Agency, then it would provide you with a SUM line for each Service Agency.

OTHER Options – These options have to do with the appearance and format of the output. Each user should play around with these options until they find the output appearance that they like the best.

Output Format – Allows the report data to be formatted in the default HTML format, an Excel spreadsheet format, or ASCII format.

Layout Style – Allows the report data to be formatted either in the default TABULAR layout or as a FORM

Maximum Rows/Page – The number of rows that will be displayed per page. Default is 2000.

Font Size – Default is 12pt

Printing your customized Green Procurement Report results

Layout – Suggest you set to “Landscape” as needed.

Saving results to your computer: Once customized query results are displayed, you can print them or save them to a file type of your choice. To save results, click on “file” “save as”. Select where to save to and rename the file with the appropriate extension. For a file that can be sorted and manipulated, select Output Format “Excel” from the customize screen and save the file to excel or other spreadsheet-like format.

Appendix D: Installation Top 8 Green Report

Qualifiers - The **qualifier** drop down list is used, in combination with the associated **search criteria** field, to create a SQL search statement that will narrow the records displayed on the Green Purchase Report to only those that meet the qualification standard. The blank line at the top of the list box is the default **qualifier** and is the same as “=”. The wildcard for all searches is %. The wildcard can be utilized in any position of an entry or can be used multiple times such as before and after the known portion of the entry. Searches are case sensitive, text must be entered in uppercase to return correct results.

“=” is used to display records that are **equal to** the entered or selected search criteria. **EXAMPLE:** FY = 2003 would return *only* FY 2003 report records.

“>” is used to display records that are **greater than** the entered or selected search criteria.

EXAMPLE: FY > 2003 would return FY 2004 and higher report records.

“>=” is used to display records that are **greater than or equal to** the entered or selected search criteria.

EXAMPLE: FY >= 2003 would return FY 2003 and higher report records.

“<” is used to display records that are **less than** the entered or selected search criteria.

EXAMPLE: FY < 2003 would return FY 2002 and earlier report records.

“<=” is used to display records that are **less than or equal to** the entered or selected search criteria.

EXAMPLE: FY <= 2003 would return FY 2003 and earlier report records.

“like” is used, along with a wildcard (%) to display records that are **similar to** or **include** the entered or selected search criteria.

EXAMPLE: Service/Agency *like* '%Army%' would return *all records* with the word Army anywhere in the Service/Agency name.

“!=” is used to display records that are **not equal to** the entered or selected search criteria.

EXAMPLE: FY != 2003 would return *all records EXCEPT* FY 2003 report records.

“null” is used to display records that have a **null value** (blank).

EXAMPLE: Does not apply to this application.

“not null” is used to display records that don’t have a **null value** (not blank).

EXAMPLE: Does not apply to this application.

“in” is used in combination with multiple search criteria, to display records that are **in the list** of values.

EXAMPLE: FY “in” 2001, 2003 would return *all record for FY2001 and FY 2003*.

Search Criteria - The **search criteria** field is used, in combination with the associated **qualifier** drop down list, to create a SQL search statement that will narrow the records displayed on the Green Purchase Report to only those that qualify. A blank entry field is the default **search criteria** and means “all”. Leaving the **qualifier** drop down list and the associated **search criteria** field blank (the defaults) will not eliminate any records from the report.

FY - Select (click on) a FY year in the **search criteria** list box for desired report year(s). To select multiple years, hold down the Ctrl key while selecting the years. If selecting multiple years, you must use the “in” option in the **qualifier** drop down list. The selected years do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

Qtr - Select (click on) a quarter in the **search criteria** list box for desired report quarter(s). To select multiple quarters, hold down the Ctrl key while selecting the desired quarter numbers. If selecting multiple quarters, you must use the “in” option in the **qualifier** drop down list. The selected quarters do not have to be sequential. To clear the entry, click on the blank line at the top of the list box.

ENAC – This report enables the user at an Installation, Unit, or DoDAAC level to select multiple ENACs on one report. To produce this report at a Service/Agency level, see Appendix D. Use the **qualifier** drop down list and select “in” to select multiple ENACs. Use the drop down list icon to the right of the ENAC block, hold down the Cntl key while selecting the ENACs wanted in the report. Although this report is titled the Top 8 ENAC report, you can select any number of ENACs to report. To clear an individual selection, hold down the Cntl key and re-click on the selection. To clear all sections, click the Reset button at the top of the page.

Service/Agency - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key. Selecting a Service/Agency in this report is not required, it would be used if a report was required to list, for instance, all Air Force Activities by Service/Agency, Installation, Unit and DoDAAC.

Installation - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). Use the **qualifier** drop down list to build your SQL search statement. To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Selecting “HILL AFB” in the installation would return records for only HILL AFB by Unit and DoDAAC.

DODAAC - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Entering a single DODAAC would return only records for that DODAAC. DODAAC *like* "FB2%" would return records for any DODAAC beginning with "FB2" (FB2029, FB2027, etc).

TIP: When selecting DODAACs using the list/search icon, you are limited to searching against one DODAAC at a time. However, you can save results for each DODAAC to a spreadsheet file, and combine results for each DODAAC into one spreadsheet document for a consolidated report that can be sorted and manipulated.

Unit - Enter a Search Value or Select (click on) the list/search icon (to the right of the entry field). To clear the entry, highlight the text and press the Delete key.

EXAMPLE: Selecting "HILL AFB" in the installation would return records for only HILL AFB.

Row Order Options - Report results can be ordered in ascending or descending order by up to six of the available search criteria fields.

EXAMPLE: If you select Order by "Qtr", "Descending" results will show the last available quarter for the FY(s) in your search criteria.

Break Options allow you to control where you would like to see intermediate totals.

EXAMPLE: If you put a Break Option for Service Agency, then it would provide you with a SUM line for each Service Agency.

OTHER Options – These options have to do with the appearance and format of the output. Each user should play around with these options until they find the output appearance that they like the best.

Output Format – Allows the report data to be formatted in the default HTML format, an Excel spreadsheet format, or ASCII format.

Layout Style – Allows the report data to be formatted either in the default TABULAR layout or as a FORM

Maximum Rows/Page – The number of rows that will be displayed per page. Default is 2000.

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Printing your customized Green Procurement Report results

Layout – Suggest you set to "Landscape" as needed.

Saving results to your computer: Once customized query results are displayed, you can print them or save them to a file type of your choice. To save results, click on "file" "save as". Select where to save to and rename the file with the appropriate extension. For a file that can be sorted and manipulated, select

Output Format “Excel” from the customize screen and save the file to excel or other spreadsheet-like format.

